

STATE VACANCY ANNOUNCEMENT

LOUISIANA MILITARY DEPARTMENT LOUISIANA NATIONAL GUARD

POSITION: Manager (Case) #50408880

ANNOUNCEMENT NO. 019-2016

SALARY: SS-411 / Minimum 25,854 / Maximum 54,434 annually

LOCATION: LANG- YCP-CM, Camp Minden, Minden, Louisiana

OPEN: 2 March 2016

CLOSE: 15 March 2016

NOTE: Louisiana Military Department State Vacancy Announcements and LANG-LMD-H Form 10 (State Application) are posted at <http://geauxguard.la.gov/join-us/state-technician-vacancies>

A THOROUGH BACKGROUND CHECK IS CONDUCTED PRIOR TO EMPLOYMENT

EMPLOYEES IN THE MILITARY DEPARTMENT UNCLASSIFIED SERVICE, PERMANENT OR TEMPORARY, ARE EMPLOYED "AT WILL" AND MAY BE SUBJECT TO TERMINATION OR EXPIRATION OF APPOINTMENT, WITH OR WITHOUT CAUSE.

1. **AREA OF CONSIDERATION:** (1) Active Louisiana National Guard Members; (2) Retired National Guard Members and Retired Active Military Soldiers; (3) those eligible for Louisiana State Guard Membership.

2. **QUALIFICATIONS:** (In addition to below, see application procedures).

a. **SPECIFIC:** ***Required*** - Must possess excellent communication skills both written and oral. Knowledge of computers to include all applications of Microsoft Office. ***Preferred*** - College Degree, experience working with young adults in the field of education or social work.

b. **GENERAL:** Must have a valid Driver's License, Social Security Card and Birth Certificate. Must qualify to obtain a CAC Card. Ability to work and communicate effectively with peers, superiors and subordinates. Travel may be required. Must be available to report to duty during emergency or disaster situations.

c. **OTHER REQUIREMENTS:** The Military Department is a substance abuse and drug free workplace. In accordance with the Military Department Drug Testing Policy, all new employees are subject to mandatory drug testing. Thereafter, all employees are subject to random drug testing. Must meet physical requirements to perform functions of the position. Ability to work and communicate effectively with agency personnel and the public.

3. **CONDITIONS OF EMPLOYMENT:** By submitting an application for employment with the Military Department, the applicant agrees to the following conditions of employment:

a. Salary is paid by Electronic Funds Transfer (EFT) / Direct Deposit Only. A checking or savings account is required for employment.

b. Applicants who are active members of the Louisiana National Guard or uniformed members of the Louisiana State Guard must wear the appropriate military uniform and meet prescribed military grooming standards.

4. **POSITION DESCRIPTION:** Supports, coaches and provides special assistance to mentors in their relationships with cadets. Monitors mentors and cadets to ensure that each is fulfilling program obligations and policies. Collects data necessary for record keeping and evaluation of mentoring as directed by the Post Residential Supervisor. Ensures that information is organized and timely. Assists in screening volunteers as mentors according to program standards and criteria policies as directed by the Post Residential Supervisor. Complete SHARP Training and Foster Sexual Harassment Free Environment Training. Complete all LMD training requirements annually. Perform other duties as assigned. Hazards of the position include possible exposure to contagious diseases, possible contact with blood or body fluids and/or contaminated equipment.

5. **APPLICATION PROCEDURES:** All Applicants must complete a LANG-LMD-H Form 10 (State Application) and attach a legible copy of their Official Birth Certificate, Driver's License and Social Security Card. Resumes are optional and will not be accepted unless they are submitted with the LANG-LMD-H Form 10 (State Application). **The LANG-LMD-H Form 10 (State Application) is located at <http://geauxguard.la.gov/wp-content/uploads/2015/10/LMD-H-Form-10-State-Application-1.pdf>** Application(s) must be submitted to the appropriate LMD Human Resources by the close date, no later than 4:00 p.m.

Wenda Harding

LMD-HR, 100 Louisiana Boulevard, Minden, La. 71055

E-mail: wendy.harding@la.gov and/or theresa.j.walker2.nfg@mail.mil

Office: (318) 382-4277 / (318) 641-5393

Fax: (318) 382-4297